



# USAID | NIGERIA

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## VACANCY ANNOUNCEMENT

No. 2013-012	Date: July 25, 2013	Ref:
Subject:	<b>LOGISTICS AND COMMODITIES MANAGER</b>	
Location:	<b>ABUJA – HEALTH, POPULATION AND NUTRITION OFFICE</b>	
Applicability:	ALL INTERESTED CANDIDATES	

**OPEN TO:** All Interested Candidates

**POSITION TITLE:** Logistics and Commodities Manager, FSN-11

**OPENING DATE:** July 25, 2013

**CLOSING DATE:** August 08, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** FSN: N5,959,341 p.a (Starting basic salary on FSN-11 Position Grade)  
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

**USAID/Nigeria in Abuja** is seeking to employ a suitable and qualified candidate for the position of Logistics and Commodities Manager.

### **BASIC DUTIES OF THE POSITION:**

The Logistics and Commodities Manager provides technical and program expertise to the HPN Office and partners. The primary responsibility of the manager is to work within the HIV/AIDS Office Health Systems Strengthening (HSS) Team with the Development Assistance Specialist (Commodities Logistics Advisor) in providing technical leadership for the procurement, importation, storage, and distribution of drugs, contraceptives and other health commodities in support of HPN Office and Implementing Partner's (IP) pharmaceutical, commodity, and logistics-related program/project activities. The work involves specialized handling of contraceptives, immunizations, malaria, and maternal and child health (MCH) commodities and other critical supplies that are used in HPN programs/projects across the country, to ensure implementation and scale-up of pharmaceutical management and oversight program and project interventions, interacting with IPs managing pharmaceutical, commodity, and logistics-related activities, and monitoring and evaluating the progress of IP activities affecting commodities programs/projects.

The Manager provides technical advice on pharmaceutical programs/projects to members of the HPN Office staff, and to other USAID staff as needed. The work includes serving as Contracting and Assistance Officer's Representative (COR/AOR) for bilateral agreements or contracts, serving as Activity Manager of field support activities, participating in the design of new programs/projects and the evaluation of ongoing programming, advising the Mission and other stakeholders (including MOH and other donors) on best pharmaceutical and logistics practices, participating in relevant sector-wide technical working groups with the MOH and with other donors, and helping to integrate pharmaceutical programs/projects/interventions into other areas of the Mission portfolio. The Manager keeps abreast of current publications and information on pharmaceutical program/project management, issues, and concerns, and their programming in developing countries, in order to advise the Mission on all issues related to pharmaceutical program/project activities.

### **MAJOR DUTIES OF THE POSITION:**

#### **a. Program/Project Management – 45 %**

The Logistics and Commodities Manager serves as COR/AOR and/or Activity Manager for selected IPs, coordinates pharmaceutical, commodity, and logistics programs/projects in order to facilitate the implementation of the Mission/HPN strategy, ensuring high-quality services are being provided in accordance with national and international standards, and following best practices procedures in the many and varied sites supported by USAID IPs. The Specialist monitors and evaluates HPN Office pharmaceutical, commodity, and logistics programs/projects and services through site visits, reporting, and trends analysis; works in close collaboration with others to ensure the availability, quality, and distribution of drugs used for family planning, malaria and MCH treatment activities; facilitates the development of IP work plans, PMPs, and coordinates preparations for IP portfolio reviews; participates in the review of annual, semi-annual, and quarterly IP reports, and requests or participates in other reports as needed; and, conducts site visits to keep abreast of HPN Office programs, with particular emphasis on pharmaceutical, commodity, and logistics-related programs/projects. The Specialist coordinates TDYs related to pharmaceutical, commodity and logistics-related program/project activities for the HPN Office.

#### **b. Technical Advice and Advocacy – 35%**

The Manager works with the USAID Commodities Logistics team to strengthen USAID strategic and programmatic directions, and the Team ability to address pharmaceutical, commodity, and logistics-related programs/projects, with special emphasis on implementing best practices in Nigeria. S/he develops appropriate opportunities to integrate awareness of internationally-recognized best practices in pharmaceutical, commodity, and logistics-related program implementation across the HPN Office, including increasing the awareness of the effects of improved access to appropriate drug therapies on overall economic growth, peace, democracy and governance, etc. The Manager assists senior USG, Mission, Office, Team, and Work Group staff in representing USAID to IPs, NGOs, GoN agencies, and other national and international groups and bodies, in order to develop effective and sustainable strategies for scaling up of pharmaceutical, commodity, and logistics-related program/project activities to meet national and international standards, and to achieve national and USAID goals. The Manager collaborates with other Health Systems Strengthening Work Group members in the preparation and presentation of deliverables, and assists in monitoring HPN and overall USG progress toward meeting pharmaceutical, commodity, and logistics-related program/project objectives.

c. Other – 20%

The Manager is responsible for maintaining liaison between USAID and the GoN, and with other stakeholders in the areas of pharmaceutical, commodity, and logistics-related program/project management, and for providing technical guidance and leadership at the national level, including participation in government-led health partners meetings; keeps abreast of trends, policies, GoN needs, and other donor programs in the sector, and advises the USG Team on the implementation of best practices; supports ongoing and constantly improving relations with the GoN, IPs, other USG Agencies, and external organizations and counterparts; ensures capacity is developed in technical pharmaceutical management; and, participates in budgeting and financial analysis with other work groups, and with other groups and/or teams in areas related to contraceptives, pharmaceuticals, commodities, and logistics. The Manager will mentor Project Management Specialists and Assistants and Administrative Assistants in pharmaceutical, commodity, and logistics-related areas, and backstops other Health Systems Strengthening Working Group members. S/he will also perform other duties as assigned or required.

**MINIMUM REQUIREMENTS:**

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

**a. Education:** Completion of a Bachelor's degree, preferably in Pharmacy and preferably licensed as a professional Pharmacist, is required. An advanced degree in Pharmacological management, Public Health, or other professional training geared toward Pharmacological management in a hospital or community setting is desired.

**b. Experience:** Five to seven years progressively responsible, professional-level experience in pharmacology, commodity, and logistics, which provided substantial experience in logistical management, is required. Experience must have provided the opportunity for performing project design, program planning, and/or implementation work. At least two years of this experience should be in a developing country setting, and/or implementation work. At least two years of this experience should be in a developing country setting, and/or in the planning, development, implementation, and evaluation of pharmacological, commodity, and logistics programs/projects for other donor organizations, or Nigerian public or private sector institutions. Experience related to development in Nigeria is desired. Demonstrated state-of-the-art knowledge related to the delivery of pharmacological programs, and experience working or collaborating with other donors, governments, international organizations, etc. is desired.

**c. Post Entry Training:** Familiarization training in USAID-specific procedures, regulations, and methods, and orientation to working from a donor-Agency perspective, etc., will be provided. On-the-job training will be provided relating to USAID and USAID pharmacological, commodity, and logistics management policies, procedures, and regulations; the Automated Directives Systems (ADS); Mission Orders; and, planning and reporting databases. Formal COR/AOR certification courses, training to maintain professional capability in the field, and other courses offered for professional USAID staff will be provided as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function, and needed to maintain and update professional qualifications, will be provided as they become available, subject to availability of funds.

**d. Language Proficiency:** Level IV (fluent) English oral and writing ability is required, good working knowledge of one or more local languages is highly desired.

**e. Knowledge:** Knowledge of health systems and public health (family planning, malaria and maternal and child health) commodities and logistics in Nigeria is required, including technical, social, and cultural aspects. State-of-the art, specialized knowledge of the public health aspects of managing specialized pharmacological, commodity, and logistics programs, and evidence-based practices and policies (for pharmacological management in particular) are required. A demonstrated knowledge of the concepts, principles, techniques, and practices of GoN policies and programs in the sector is required. A thorough knowledge of the Nigerian economic, political, social, and cultural characteristics, and the history of development assistance, in particular as it relates to health in Nigeria, including current trends and directions, is desired.

**f. Skills and Abilities:** Must be able to work effectively with mid- and senior-level public and private-sector officials from the GoN and IPs. Must be able to work effectively in a team environment, and coordinate well with others. Must be able to develop effective and collaborative manager-to-manager relationships with IPs. The work requires excellent writing and computer skills in order to develop presentations, reports, etc. Diplomacy, tact, cultural sensitivity, and Team participation are required, in order to establish and maintain effective working relationships within USAID/Nigeria, and with the Nigerian public and private sectors. Excellent organizational skills and the ability to multi-task and stay organized in a complex, frequently changing environment is a requirement. Demonstrated advanced analytical skills and problem solving, as well as the ability to effectively manage stress and conflict, is required.

### **SELECTION PROCESS:**

It is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees who are qualified will be given preference.
4. Only successful applicants who meet the minimum requirements will be notified.
5. The Human Resources Office will **NOT** accept applications or resume **submitted in U.S. Government official envelopes.**
6. **The minimum requirements must be adequately addressed in the cover letter of your application package. Failure to do so will disqualify your application.**

### **HOW TO APPLY:**

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. A **type-written application** specifically applying for this position, and addressing the minimum requirements as advertised. **Please reference the job title and announcement number on the application letter.**
2. A current resume or curriculum vitae, listing all job responsibilities; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **Please indicate position title and vacancy announcement number on the top right corner of the envelope and also on the subject line of the application letter**

**SUBMIT APPLICATION TO:**

USAID Nigeria  
ATTN: Human Resource Office  
c/o U.S. Embassy  
1075 Diplomatic Drive  
Abuja, FCT,  
Nigeria

**POINT OF CONTACT:**

Tel: 09-461-9300 ext. 9319

**CLOSING DATE FOR THIS POSITION IS: August 08, 2013**

An Equal Opportunity Employer

Approved:EXO: BPalmer  
Drafted:HR: JUdomi  
Cleared:HPN: CCarr